



AMENDED

Arnold Schwarzenegger – Governor
Sunne Wright McPeak - Secretary, Transportation & Housing Agency
Jeff Davi - Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

OFFICE TECHNICIAN (GENERAL)

Sacramento

Permanent- Full-time

The Department of Real Estate is recruiting to fill an Office Technician (General) position in its Sacramento Fiscal Office. DRE is located at 2201 Broadway, Sacramento, CA 95818.

Duties of the position include:

- Analyzes balances and posts to CALSTARS the daily revenue from credit card receipts.
- Compiles ledger sheets for financial reporting of credit cards; prepares remittance advice for credit card receipts for submission to the State Treasurer's Office and State Controller's Office (SCO). Perform monthly bank reconciliation.
- Prepares and maintains Chargeable Audits, Subpoenas and other miscellaneous invoices which includes the establishment of accounts receivable and their liquidation.
- Reviews and prepares coding sheets for keying into CALSTARS.
- Open envelopes by using a envelope slicer machine, review documents for completeness and verify money for accuracy and prepare and set up documents for money run processing.
- Retrieve incoming mail from Post Office, sort and count mail and group in bundles of 50 for envelopes and bundles of 25 for flats.
- Complete reproduction and copying requests.
- Credit card processing for Licensee List requests and Exam List requests through the Enterprise Information System (EIS).

Necessary qualifications:

- Ability to organize and manage workload.
- Excellent oral & written communication skills.
- Proven interpersonal skills.
- Ability to work independently.

Desirable qualifications:

- Knowledge/experience with CALSTARS is not necessary.
- Dependability and excellent attendance.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Work as a team player

Salary: \$2465 - \$2998

Who may apply: Current State employees at the Office Technician level or those individuals who have list eligibility or can transfer to the class. Priority consideration will be given to SROA/Surplus employees. Please indicate status on your state application or include a copy of your notice.

Submit Applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0796 or CALNET 498-0796

For information on the position contact:

Connie Ross, Accounting Administrator I
Fiscal/Accounting Section
(916) 227-0847 or CALNET 8-498-0847

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and interviews will be conducted on a flow basis. Only those most qualified will be contacted for an interview.